

Quality Procedure (QP) Interim Change Notice (ICN)

Effective Date: **8/9/04**

4 Page(s)

Section 1: Description of Change (Requester completes)

1. Document Catalog No.: **ER2004-0393**

2. QP & Rev. No.: **QP-2.2, R2**

3. ICN No.: **2**

4. QP Title: **Personnel Training Management**

5. Description of Change:

Add the following definitions in Section 4.0 and renumber the list accordingly, putting into alphabetical order:

- 4.1 Administrative authority—Administrative authority is or gives administrative-level access to Enterprise Information Applications (EIA).
- 4.2 CRYPTOCARD--A CRYPTOCARD is a credit-card-sized computer that generates "one-time" passwords or "passcodes." Like a desktop computer, it has a keypad for input, a display window for output, memory, and a microprocessor.
- 4.3 Employee development system (EDS)--The Laboratory's official training records database that maintains and archives vital training records. EDS attributes include, but are not limited to, a training program catalog, registration, and enrollment functions, class lists, course cost information, historical information of LANL worker training records, transcripts of completed training for LANL workers, individual training plans, and training reports.
- 4.4 Enterprise information applications (EIA)--EIA are business applications used at the Los Alamos National Laboratory.

Change the identified sections as follows:

Section 6.2.4 New or changed-scope, subcontractor personnel shall obtain the required approval signatures on Attachment B, Training Documentation Form, before performing work for RRES-RS/ECR.

Section 6.2.5 Subcontractor personnel shall document training to new and revised procedures, using Attachment B, sections I and II only.

Section 6.3 Determine Training Requirements for New or Changed-Work-Scope Personnel

Section 6.4 Document Training to New or Revised Procedures
RRES-RS/ECR participants shall document training to new or revised procedures by completing Attachment B, Training Documentation Form, sections I and II only, and by returning the completed form to the training specialist; or if personnel possess a LANL "CRYPTOCARD" and "administrative authority," document read-training directly in EDS by clicking on the training link added at the end of procedures and following the directions.

Section 6.5.1 Delete the word "signed."

Section 6.6 RRES-RS/ECR personnel shall perform work upon completion of the applicable process above.

Replace Attachment A, Personnel Training Management Process Flow Chart.

6. Attachments Modified, Added, or Removed:

☒ Yes

☐ No

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7. ICN Justification:

Changed the procedure in order to document improved, current process.

8. Requester: Shari Schumsky [Signature on File] 08/09/2004
(Print name, then sign.) (Date)

Section 2: Evaluation and Approval (PTL, Technical Reviewer, and QPPLcomplete)

9. Evaluation Remarks: (If none, enter N/A)

N/A

10. Team Leader: Phillip Noll [Signature on File] 08/09/2004
(Print name, then sign.) (Date)

11. Technical Reviewer: E. Jeanne Hamilton [Signature on File] 08/09/2004
(Print name, then sign.) (Date)

12. QPPL: Phillip Noll [Signature on File] 08/09/2004
(Print name, then sign.) (Date)

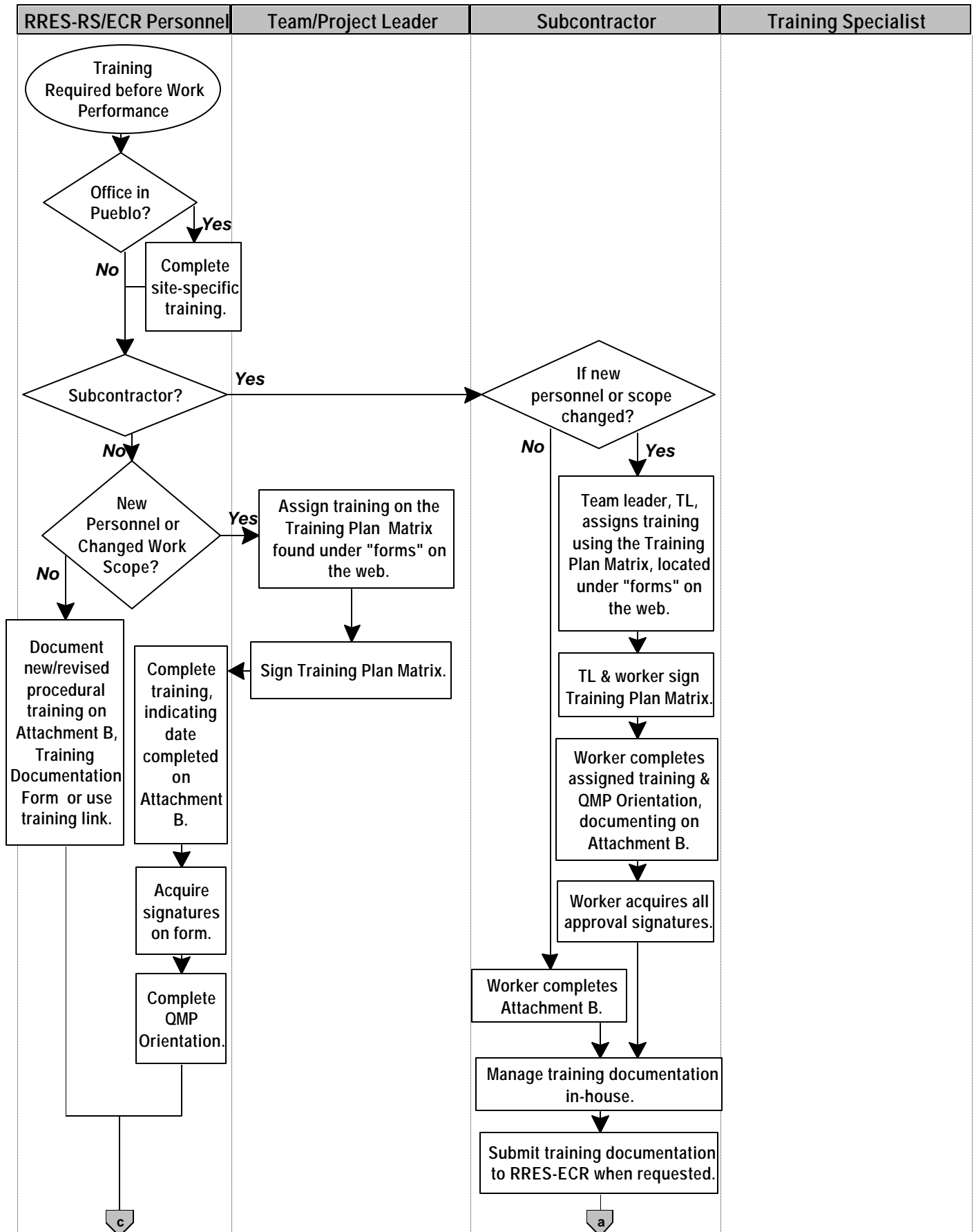
QP-4.1, R5

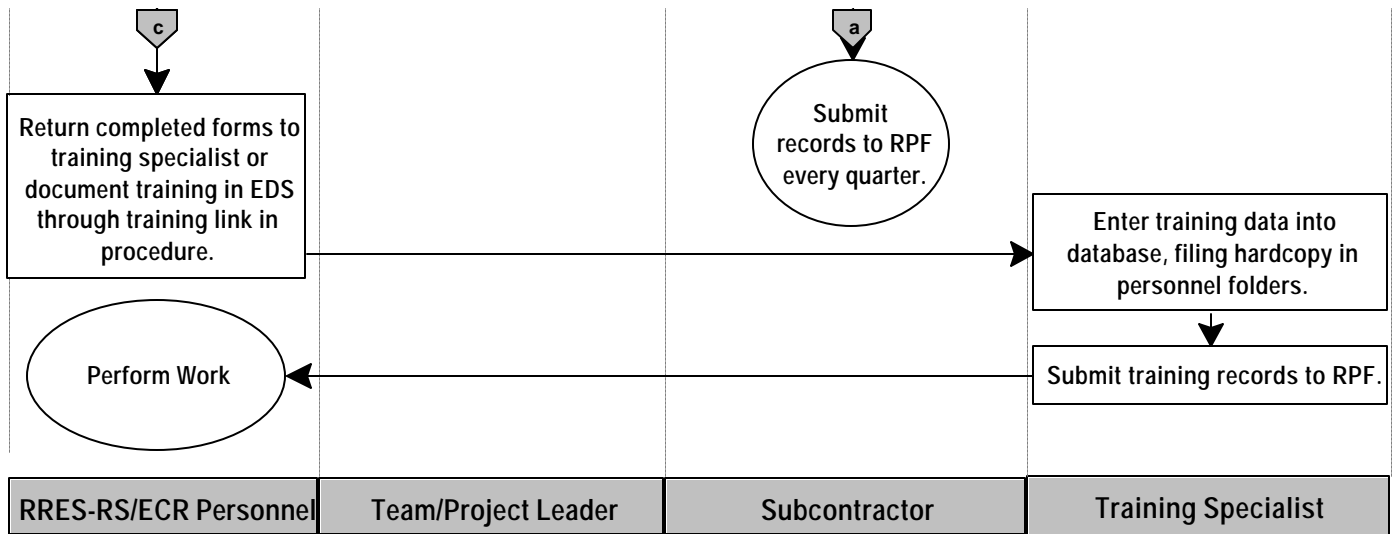
**Los Alamos National Laboratory
RRES-Remediation Services**

[Using a CRYPTOCARD, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.

Attachment A: Personnel Training Management Process Flow Chart





Quality Procedure (QP) Interim Change Notice (ICN)

Effective Date: **6/30/04**

2 Page(s)

Section 1: Description of Change (Requester completes)

1. Document Catalog No.: **ER2004-0322**

2. QP & Rev. No.: **QP-2.2, R2**

3. ICN No.: **1**

4. QP Title: **Personnel Training Management**

5. Description of Change:

Replace Attachment B, Training Documentation Form.

6. Attachments Modified, Added, or Removed:

☒ Yes

☐ No

7. ICN Justification:

Improvement updates.

8. Requester: Shari Schumsky [Signature on File]

(Print name, then sign.)

06/29/2004

(Date)

Section 2: Evaluation and Approval (PTL, Technical Reviewer, and QPPL complete)

9. Evaluation Remarks: (If none, enter N/A)

N/A

10. Project Team Leader: Phillip Noll [Signature on File]

(Print name, then sign.)

06/29/2004

(Date)

11. Technical Reviewer: E. Jeanne Hamilton [Signature on File]

(Print name, then sign.)

06/30/2004

(Date)

12. QPPL: Philip Noll [Signature on File]

(Print name, then sign.)

06/29/2004

(Date)

QP-4.1, R5

**Los Alamos National Laboratory
Environmental Restoration**

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.

Attachment B: Training Documentation Form

Section I: Personnel Information (RRES-RS/ECR and subcontractor personnel complete the information in Section I.)

Name: (Print name, then sign.) _____

Organization: _____

Date: _____

Section II: Training Documentation (RRES-RS/ECR and subcontractor personnel complete Section II. Attach additional pages if necessary)

[illegible]Section III: Quality Orientation (Quality specialist completes for all new personnel.)

The above individual received the mandatory orientation to the Quality Management Plan.


Signature: _____
(Print name, then sign) (Date)

Section IV: Approval Signature (The RRES-ECR group leader or team leader **only** signs below for new or change-of-scope personnel; the subcontractor, team leader **only** signs below for new or change-of-scope, subcontractor personnel.)

The above individual completed all required training.

Signature: _____
(Print name, then sign) (Date)

RRES-RS/ECR personnel: Submit this completed form to the training specialist at mail stop M992.
Subcontractor personnel: Submit this completed form to your subcontractor team leader.

Identifier: QP-2.2	Revision: 2	
Effective Date: 05/05/2004		
Document Catalog Number: ER2004-0184		
Author: E. Jeanne Hamilton		
<p>Risk Reduction and Environmental Stewardship— Remediation Services</p> <p>Quality Procedure</p> <p>for Personnel Training Management</p>		
<p>Los Alamos National Laboratory, an affirmative action/equal opportunity employer, is operated by the University of California for the United States Department of Energy under contract W-7405-ENG-36.</p>		

Revision Log

Revision No.	Effective Date	Prepared By	Description of Revisions	Affected Pages
0	07/30/1998	Andrew Gallegos	New procedure.	All
1	08/01/2000	Andrew Gallegos	Improved procedure	All
2	05/05/2004	E. Jeanne Hamilton	Improved process and incorporated all ICNs.	All

Personnel Training Management

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List of Acronyms and Abbreviations

ECR	Environmental Characterization and Remediation
LANL	Los Alamos National Laboratory
OJT	on the job training
QII	Quality Integration and Improvement team
QP	quality procedure
RRES	Risk Reduction and Environmental Stewardship—Remediation Services

Personnel Training Management

1.0 PURPOSE

This quality procedure (QP) states the responsibilities and describes the process for managing personnel training for the Risk Reduction and Environmental Stewardship (RRES) Division Environmental Characterization and Remediation (ECR) Group at Los Alamos National Laboratory (LANL or the Laboratory). This procedure integrates the criteria of the “Risk Reduction and Environmental Stewardship – Remediation Services Project Quality Management Plan,” hereinafter referred to as the Quality Management Plan.

2.0 SCOPE

All **RRES-RS/ECR personnel** shall implement this mandatory procedure when managing personnel training for RRES-RS/ECR.

3.0 TRAINING

- 3.1 **RRES-RS/ECR personnel** shall train (e.g., by reading and/or completing on-the-job or classroom training) to and use the current version of this procedure.
- 3.2 **RRES-RS/ECR personnel** shall document training to this procedure in accordance with Section 6.0 of this QP.
- 3.3 The responsible **project leader** shall monitor the proper implementation of this procedure.
- 3.4 The responsible **team leader** shall ensure that the appropriate personnel complete all applicable training assignments.
- 3.5 **RRES-RS/ECR personnel** may request assistance with implementation of this procedure from a RRES-RS/ECR Quality Integration and Improvement (QII) team quality specialist.

4.0 DEFINITIONS

- 4.1 *Classroom training* — Training conducted in a classroom setting by a qualified and/or certified individual.
- 4.2 *Group leader* — First line manager of UC, staff augmentation, and contractor RRES-ECR personnel.
- 4.3 *RRES-RS/ECR personnel* — An inclusive term for any University of California employee, staff augmentation employee, or deployed worker who participates in activities conducted as part of or on behalf of RRES-RS/ECR.

- 4.4 *On-the-job training* — Training conducted in the actual work environment by a qualified and/or certified individual.
- 4.5 *Privileged record* — A record to which access is controlled due to statutory, legal, or security requirements; examples include, but are not limited to, Unclassified Controlled Nuclear Information and any item, collection, or grouping of information about an individual, including, but not limited to, education, training, financial transactions, medical history, and criminal or employment history and that contains the individual's name or the identifying number, symbol, or other identifying particular assigned to the individual, such as an interview or photograph.
- 4.6 *Project leader* — An inclusive term for any University of California employee, staff augmentation employee, or deployed worker who is directly responsible for the management of one or more projects for RRES-RS/ECR.
- 4.7 *Quality Management Plan* — The document that describes the implementing criteria for the RRES-RS/ECR Quality Program. The complete title of the Quality Management Plan is "Los Alamos National Laboratory Risk Reduction and Environmental Stewardship – Remediation Services Project Quality Management Plan."
- 4.8 *Quality procedure* — A document that describes the RRES-RS/ECR process for performing an activity and that is governed by the Quality Management Plan.
- 4.9 *Quality Program* — The overall program and management system established to assign responsibilities and authorities, define policies and requirements, and provide for the performance and assessment of RRES-RS/ECR work in accordance with the Quality Management Plan.
- 4.10 *Quality specialist* — Person who provides quality management system support to RRES-RS/ECR as a member of the Quality Integration and Improvement team.
- 4.11 *Subcontractor personnel* — Personnel employed by an external company that performs work for RRES-RS/ECR under a contract or task order.
- 4.12 *Subcontractor team leader* — Any subcontractor employee who manages one or more functions of work for RRES-RS/ECR.
- 4.13 *Team leader* — Any University of California employee who manages one or more RRES-RS/ECR functions and who directly supervises project leaders.
- 4.14 *Training Plan Matrix* — A matrix that lists the procedure(s) to which personnel are required to train before performing work for RRES-RS/ECR. RRES-RS/ECR group, team, project, and subcontractor team leaders

determine training requirements and base requirements upon federal or state regulations, Laboratory requirements (including the requirements of Laboratory divisions and groups), specific requirements relating to the use of a facility or building, and requirements specific to the performance of particular tasks.

4.15 *Training specialist* — Person who provides personnel training management support to RRES-RS/ECR.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- group leader
- project leader
- QPPL
- quality specialist
- RRES-RS/ECR personnel
- subcontractor personnel
- subcontractor team leader
- team leader
- training specialist

6.0 PROCEDURE

6.1 Determine Site-Specific Training Requirements

RRES-RS/ECR personnel assigned to an office at Pueblo Complex shall complete all training specific to the Pueblo Complex before performing work for RRES-RS/ECR.

6.2 Determine Subcontractor Personnel Training Requirements

6.2.1 **Subcontractor team leaders** shall assign required training to subcontractor personnel by using the Training Plan Matrix (available at <http://erinternal.lanl.gov/Quality/user/forms.asp>).

6.2.2 Subcontractor team leaders and subcontractor personnel shall sign the Training Plan Matrix.

6.2.3 **Subcontractor personnel** shall document training by using the Training Documentation Form (available at <http://erinternal.lanl.gov/Quality/user/forms.asp>) to record the number and title of the procedure(s) trained to and the date(s) training was completed.

- 6.2.4 **Subcontractor personnel** shall obtain the required approval signatures for the Training Documentation Form before performing work for RRES-RS/ECR.
- 6.2.5 **Subcontractor personnel** shall submit completed and signed Training Documentation Forms to the subcontractor project manager.
- 6.2.6 The **subcontractor team leader** shall retain the original, signed Training Plan Matrixes and Training Documentation Forms for submittal to the RRES-RS/ECR Records Processing Facility.
- 6.2.7 **Subcontractor team leaders** shall maintain copies of the signed Training Plan Matrixes and Training Documentation Forms for the subcontractor's records.
- 6.2.8 **Subcontractor team leaders** shall submit the original, signed Training Plan Matrixes and Training Documentation Forms to the RRES-RS/ECR Records Processing Facility every quarter.
- 6.2.9 The **subcontractor team leader**, upon request, shall provide Training Plan Matrixes and completed Training Documentation Forms for all subcontractor personnel performing work for RRES-RS/ECR.
- 6.3 Determine RRES-RS/ECR Personnel Training Requirements
 - 6.3.1 The **group leader** or **team leader**, as appropriate, shall assign required training to RRES-RS/ECR personnel by using the Training Plan Matrix (available at <http://erinternal.lanl.gov/Quality/user/forms.asp>).
 - 6.3.2 The **group leader** or **team leader**, as appropriate, shall sign the Training Plan Matrix for RRES-RS/ECR personnel to indicate approval of the training assigned.
 - 6.3.3 **RRES-RS/ECR personnel** shall sign the Training Plan Matrix to indicate acceptance of the training assigned.
 - 6.3.4 **RRES-RS/ECR personnel** shall document training by using the Training Documentation Form (available at <http://erinternal.lanl.gov/Quality/user/forms.asp>) to record the number and title of the procedure trained to and the date the training was completed.
 - 6.3.5 **RRES-RS/ECR personnel** shall obtain the approval signatures required for the Training Documentation Form before performing work for RRES-RS/ECR.

6.4 Document Training to New or Revised Procedures

RRES-RS/ECR personnel shall document training to new or revised procedures by completing a Training Documentation Form and returning the completed form to the training specialist.

Note: The Section III signature is not required.

6.5 Process Completed Forms

6.5.1 **RRES-RS/ECR personnel** shall return completed, signed Training Documentation Forms to the training specialist.

6.5.2 The **training specialist** shall enter training data into a database, filing hardcopy forms in personnel folders.

6.5.3 The **training specialist** shall submit training records in envelopes marked "Privileged" to the Records Processing Facility.

6.6 Perform Work

RRES-RS/ECR personnel shall perform work related to this procedure upon completion, approval, and processing of the Training Documentation Form.

7.0 LESSONS LEARNED

7.1 Before performing work described in this QP, **RRES-RS project personnel** should go to the Department of Energy Lessons Learned Information Services home page, located at <http://www.tis.eh.doe.gov/II/II.html>, and/or to the LANL Lessons Learned Resources web page, located at http://www.lanl.gov/projects/lessons_learned/, and search for applicable lessons.

7.2 During work performance and/or after the completion of work activities, **RRES-RS project personnel**, as appropriate, shall identify, document, and submit lessons learned in accordance with the LANL, Lessons Learned System located at http://www.lanl.gov/projects/lessons_learned/.

8.0 RECORDS

8.1 The **training specialist** shall submit the following records to the Records Processing Facility, in accordance with QP-4.4:

- signed RRES-RS/ECR Training Plan Matrixes for RRES-RS/ECR personnel
- signed Training Documentation Forms for RRES-RS/ECR personnel

8.2 The **subcontractor team leader** shall submit the following records to the RRES-RS/ECR Records Processing Facility each quarter, in accordance with QP-4.4, Record Transmittal to the Records Processing Facility:

- signed Training Plan Matrixes for subcontractor personnel
- signed Training Documentation Forms for subcontractor personnel

9.0 REFERENCES

To implement properly this QP, **RRES-RS project participants** should become familiar with the contents of the following documents, located at http://erinternal.lanl.gov/home_links/Library_proc.shtml:

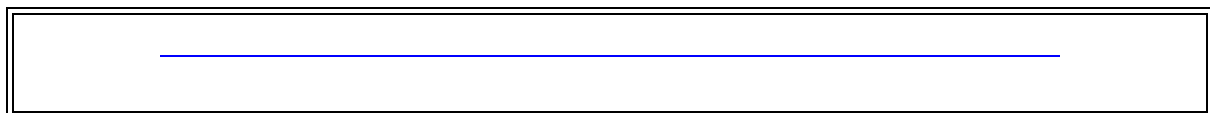
- Quality Management Plan
- QP-2.2, Personnel Orientation and Training
- QP-3.4, Corrective Action Process
- QP-4.1, Quality Procedure Development
- QP-4.4, Record Transmittal to the Records Processing Facility
- QP-4.5, Document Control

10.0 ATTACHMENTS

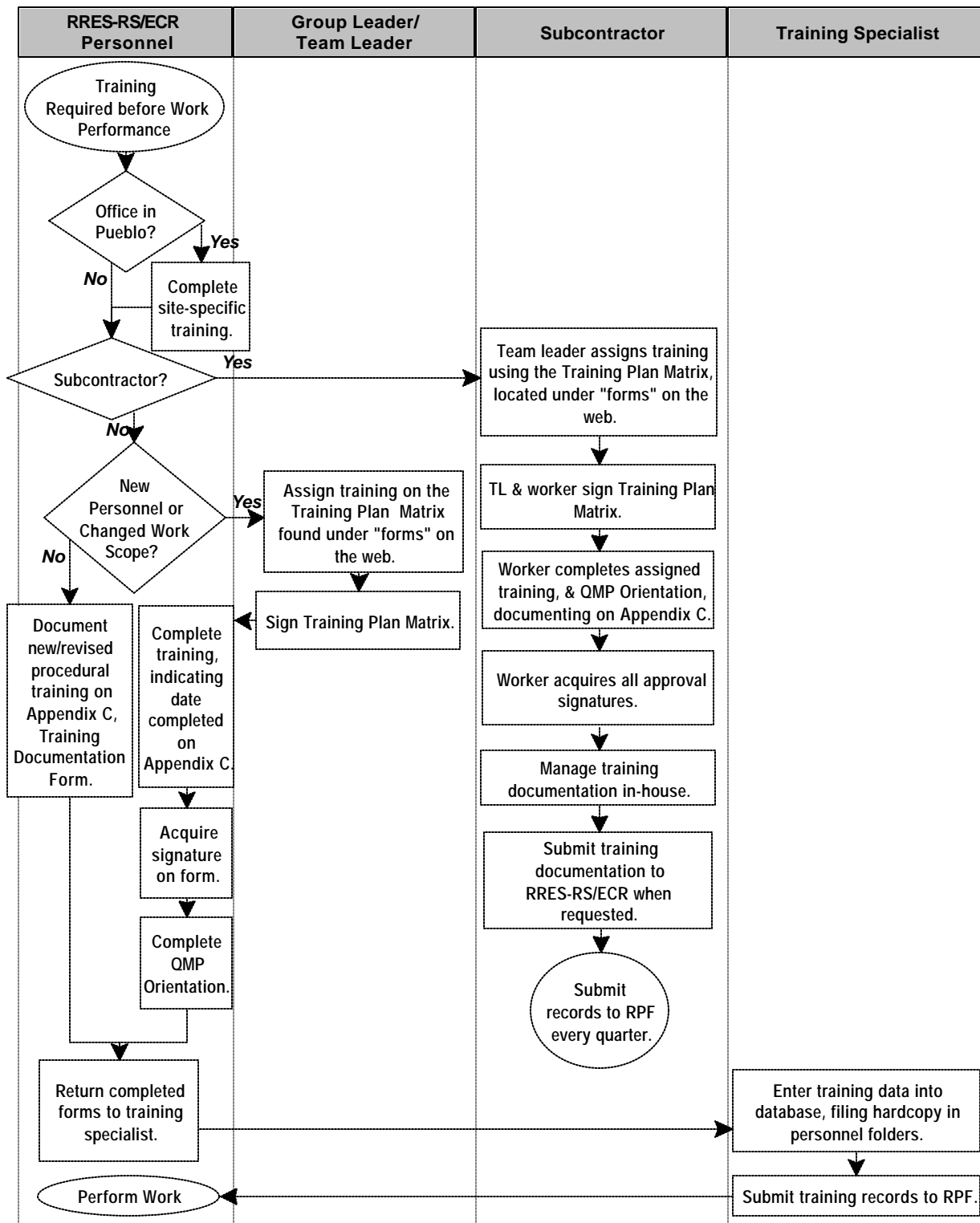
All forms associated with this procedure are available at <http://erinternal.lanl.gov/Quality/user/forms.asp>.

Attachment A: Personnel Training Process Flow Chart, 1 page

Attachment B: Training and Documentation Form, 1 page



Attachment A: Personnel Training Management Process Flow Chart



Attachment B: Training Documentation Form

Section I: Personnel Information (Subcontractor and RRES-RS/ECR personnel complete the information in Section I.)

Name: (Print name, then sign.) _____

Z#: _____ Organization: _____

Position Title: _____ Date: _____

Section II: Training Documentation (Subcontractor and RRES-RS/ECR personnel complete Section II.)

[illegible]

Section III: Quality Orientation (Quality specialist completes for all new personnel.)

The above individual received the mandatory orientation to the Quality Management Plan.

Signature: _____
(Print name, then sign) (Date)

Section IV: Approval Signature

(Group leader or team leader signs for RRES-RS/ECR personnel; subcontractor, team leader signs for subcontractor personnel.)


The above individual completed training to the procedures listed.

Signature: _____
(Print name, then sign) (Date)

RRES-RS/ECR personnel: Submit this completed form to the training specialist at mail stop M992.
Subcontractor personnel: Submit this completed form to your team leader.

QP-2.2, R2	Los Alamos National Laboratory RRES-Remediation Services
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Los Alamos National Laboratory RRES-Remediation Services

Identifier: QP-2.2	Revision: 2	
Effective Date: 05/05/2004		
Document Catalog Number: ER2004-0184		
Author: E. Jeanne Hamilton		
<p>Risk Reduction and Environmental Stewardship— Remediation Services</p> <p>Quality Procedure</p> <p>for Personnel Training Management</p>		
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- 4.6 *Project leader* — An inclusive term for any University of California employee, staff augmentation employee, or deployed worker who is directly responsible for the management of one or more projects for RRES-RS/ECR.
- 4.7 *Quality Management Plan* — The document that describes the implementing criteria for the RRES-RS/ECR Quality Program. The complete title of the Quality Management Plan is "Los Alamos National Laboratory Risk Reduction and Environmental Stewardship – Remediation Services Project Quality Management Plan."
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6.2.2 Subcontractor team leaders and subcontractor personnel shall sign the Training Plan Matrix.

6.2.3 **Subcontractor personnel** shall document training by using the Training Documentation Form (available at <http://erinternal.lanl.gov/Quality/user/forms.asp>) to record the number and title of the procedure(s) trained to and the date(s) training was completed.

- 6.2.4 **Subcontractor personnel** shall obtain the required approval signatures for the Training Documentation Form before performing work for RRES-RS/ECR.
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Note: The Section III signature is not required.

6.5 Process Completed Forms

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6.5.2 The **training specialist** shall enter training data into a database, filing hardcopy forms in personnel folders.

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6.6 Perform Work

RRES-RS/ECR personnel shall perform work related to this procedure upon completion, approval, and processing of the Training Documentation Form.

7.0 LESSONS LEARNED

7.1 Before performing work described in this QP, **RRES-RS project personnel** should go to the Department of Energy Lessons Learned Information Services home page, located at <http://www.tis.eh.doe.gov/II/II.html>, and/or to the LANL Lessons Learned Resources web page, located at http://www.lanl.gov/projects/lessons_learned/, and search for applicable lessons.

7.2 During work performance and/or after the completion of work activities, **RRES-RS project personnel**, as appropriate, shall identify, document, and submit lessons learned in accordance with the LANL, Lessons Learned System located at http://www.lanl.gov/projects/lessons_learned/.

8.0 RECORDS

8.1 The **training specialist** shall submit the following records to the Records Processing Facility, in accordance with QP-4.4:

- signed RRES-RS/ECR Training Plan Matrixes for RRES-RS/ECR personnel
- signed Training Documentation Forms for RRES-RS/ECR personnel

8.2 The **subcontractor team leader** shall submit the following records to the RRES-RS/ECR Records Processing Facility each quarter, in accordance with QP-4.4, Record Transmittal to the Records Processing Facility:

- signed Training Plan Matrixes for subcontractor personnel
- signed Training Documentation Forms for subcontractor personnel

9.0 REFERENCES

To implement properly this QP, **RRES-RS project participants** should become familiar with the contents of the following documents, located at

http://erinternal.lanl.gov/home_links/Library_proc.shtml:

- Quality Management Plan
- QP-2.2, Personnel Orientation and Training
- QP-3.4, Corrective Action Process
- QP-4.1, Quality Procedure Development
- QP-4.4, Record Transmittal to the Records Processing Facility
- QP-4.5, Document Control

10.0 ATTACHMENTS

All forms associated with this procedure are available at

<http://erinternal.lanl.gov/Quality/user/forms.asp>.

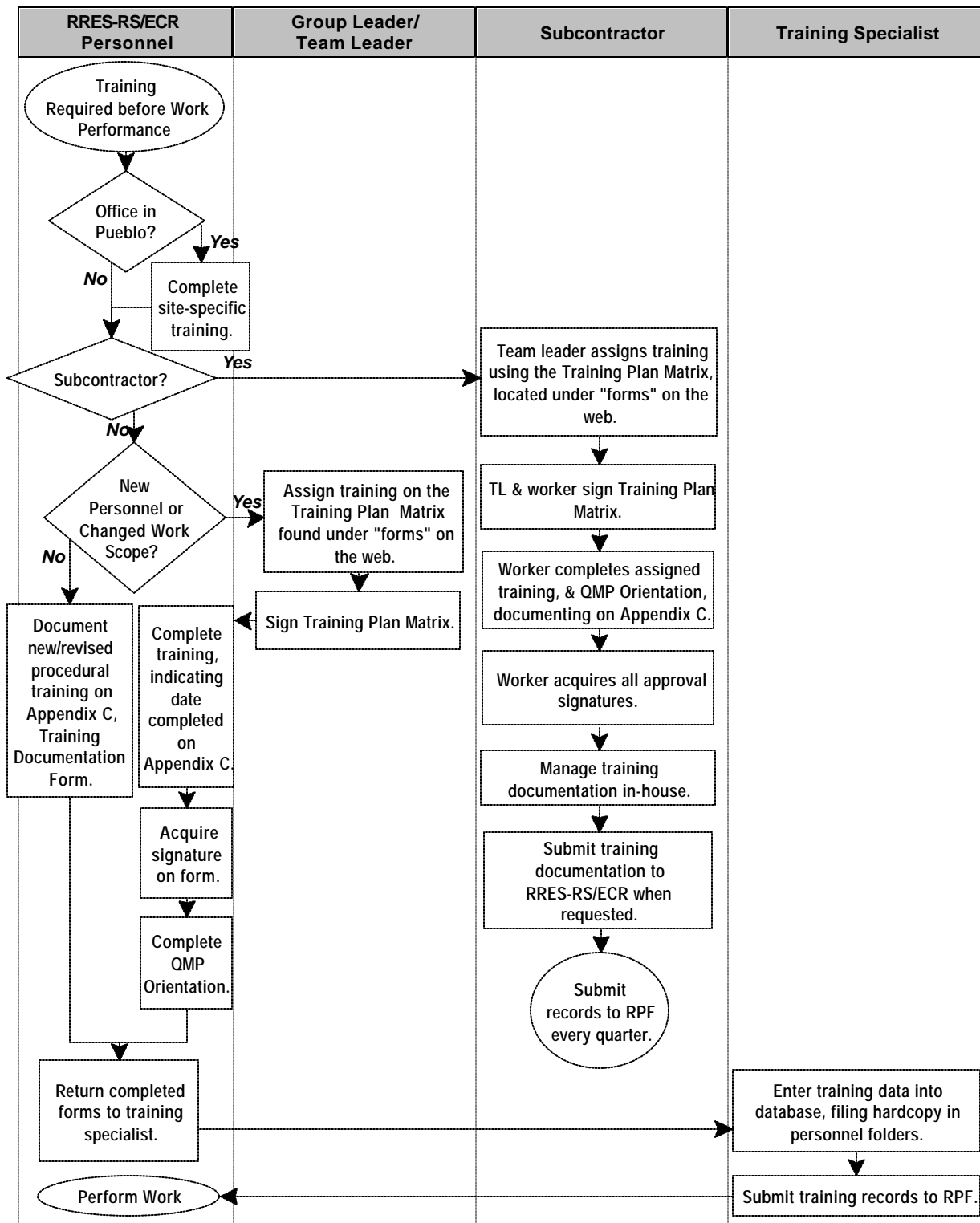
Attachment A: Personnel Training Process Flow Chart, 1 page

Attachment B: Training and Documentation Form, 1 page

[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.

Attachment A: Personnel Training Management Process Flow Chart



Attachment B: Training Documentation Form

Section I: Personnel Information (Subcontractor and RRES-RS/ECR personnel complete the information in Section I.)

Name: (Print name, then sign.) _____

Z#: _____ Organization: _____

Position Title: _____ Date: _____

Section II: Training Documentation (Subcontractor and RRES-RS/ECR personnel complete Section II.)

[illegible]

Section III: Quality Orientation (Quality specialist completes for all new personnel.)

The above individual received the mandatory orientation to the Quality Management Plan.

Signature: _____
(Print name, then sign) (Date)

Section IV: Approval Signature

(Group leader or team leader signs for RRES-RS/ECR personnel; subcontractor, team leader signs for subcontractor personnel.)

The above individual completed training to the procedures listed.

Signature: _____
(Print name, then sign) (Date)

RRES-RS/ECR personnel: Submit this completed form to the training specialist at mail stop M992.
Subcontractor personnel: Submit this completed form to your team leader.

QP-2.2, R2

Los Alamos National Laboratory RRES-Remediation Services
